

**Area XV Regional Telecommunications Council
Meeting Minutes**

**July 12, 2012
3:30 p.m.**

PRESENT: Linda Abel, Barbara Blaylock, Darlas Shockley, Cherrie Gladden, Kevin Crall, Jon Proenneke, Sherry Langfritz, Don Yoho, Mary Jane Sullivan and Himar Hernandez.

ABSENT: Ron Oswalt

APPROVAL OF MINUTES: The minutes from the previous meeting were noted and approved. Sherry Langfritz moved to approve and Mary Jane Sullivan seconded. There were two agenda corrections – AEA site was omitted from the meeting site list and the next meeting is January 2013.

APPROVAL OF RTC XV FY 2013 PLAN: The 2012/2013 RTC XV budget was presented with an amended budget and ratified by roll call vote. All voiced approval.

RTC CHAIR REPORT: Linda reported on the June 11th ETC Meeting at the state level. The state is working on the conversion to IP. ICN is hoping to have it working by January of 2013. There are newsletters on the database page that inform people of the conversion progress. Linda refreshed directions on how to get to that page. The state is also working on the BTOP connections using the dark fiber. BTOP will also be connecting all homes on the Tama/Toledo Indian Reservation. Linda explained the funding plan change from the state. Everyone working with ICN, in some capacity, attended trainings on how to file the new tracking reports.

--YEAR-END PROGRESS REPORT: Region XV continues to offer room monitoring training for new personnel at the high schools. Linda trained new Indian Hills Community College instructors on equipment use of the IHCC ICN rooms. She also did this training for high school instructors wanting to teach on the ICN. Linda, Barb Blaylock, and Cherrie' Gladden went to GPAEA(Great Prairie AEA) for training scheduling aspects of VOSS, billing, and classroom trouble-shooting. Linda, Barb and Cherrie' went to the Fall IN-Toto Conference held in Marshalltown. Mailings went to local libraries. Linda presented charts showing the usage of high school and AEA classrooms for one-time events in Region XV.

TECHNICAL REPORT: Don Yoho continues to work as Region XV's tech person. He keeps the spare parts depot filled as much as possible. He reported that he logged 9787 miles with 127 calls to forty-one sites. Don also showed the tracking report the state is mandating he fill out for every call.

SCHEDULER'S REPORT: following is Cherrie's (Region XV Scheduler) report.

Linda Abel, Barb Blaylock, and Cherrie' went to Great Prairie AEA in Ottumwa at 1:00 p.m. on June 18 for training with Cathy Humble (Shirley Walker retired at the end of May), Christy Staton (receptionist/backup for Cathy), and Kristy Moyer (bookkeeper).

Cherrie' trained them on accessing the ICN web site (Cherrie' had created them each an account) – Cathy, Christy and Kristy were provided with a packet of the different screens on the web site that would be available to them and were encouraged to get into the system and get comfortable with what options are available to them – they also created a “mock” reservation. They were shown how to print off their weekly schedule and the importance of checking their emails was stressed because changes can occur at any time which can affect the schedule. Cathy shared the updated email accounts for Region XV. Cherrie' also discussed the steps of the VOSS generated emails that are forwarded to them (i.e. – waiting for approval, requested, committed, validated, or canceled).

Cherrie explained to them the purpose of creating “No Transmits” – these are beneficial to HOLD an ICN room while schools plan their courses for a term or if a site is going to be closed (i.e. - holidays, in-service, etc).

Barb presented the billing procedure and Linda trained them on the use and troubleshooting of the ICN room.

Effective July 2, 2012 required monthly reports are due to Lori Larsen at the ICN regarding tasks that are performed for the ICN (these reports are due by the 10th of the following month) – Linda showed a SAMPLE of the July form.

MEETING SCHEDULE: The next meeting will be January 2013, via ICN.

ROUNDTABLE: No one had any topics for discussion.

Kevin Crall moved to adjourn and Sherry Langfritz seconded. Meeting adjourned at 4:35pm..

Barbara Blaylock
RTC